Table of Contents

Overview

Introduction Each user of the Fixed Asset Accounting and Control System (FAACS) is granted a Logon Identification and password following the procedures covered in CAPP Topic No. 70310, *Security*.

Once you have an assigned LOGON ID and password, the following set of screens and instructions must be followed to access the FAACS web-based Online System.

Logging On

Access the DOA Home Page	Access FAACS from the DOA Homepage: http://www.doa.virginia.gov. At the DOA Homepage, click on FINANCIAL REPORTING.

Continued on next page

Logging On, Continued

Initial Navigation	From the FINANCIAL REPORTING UNIT page, click on Fixed Asset Accounting and Control (FAACS).

Logging On, Continued

Access Screen   This brings you to an access screen. Here, click on FAACS On-Line Application.
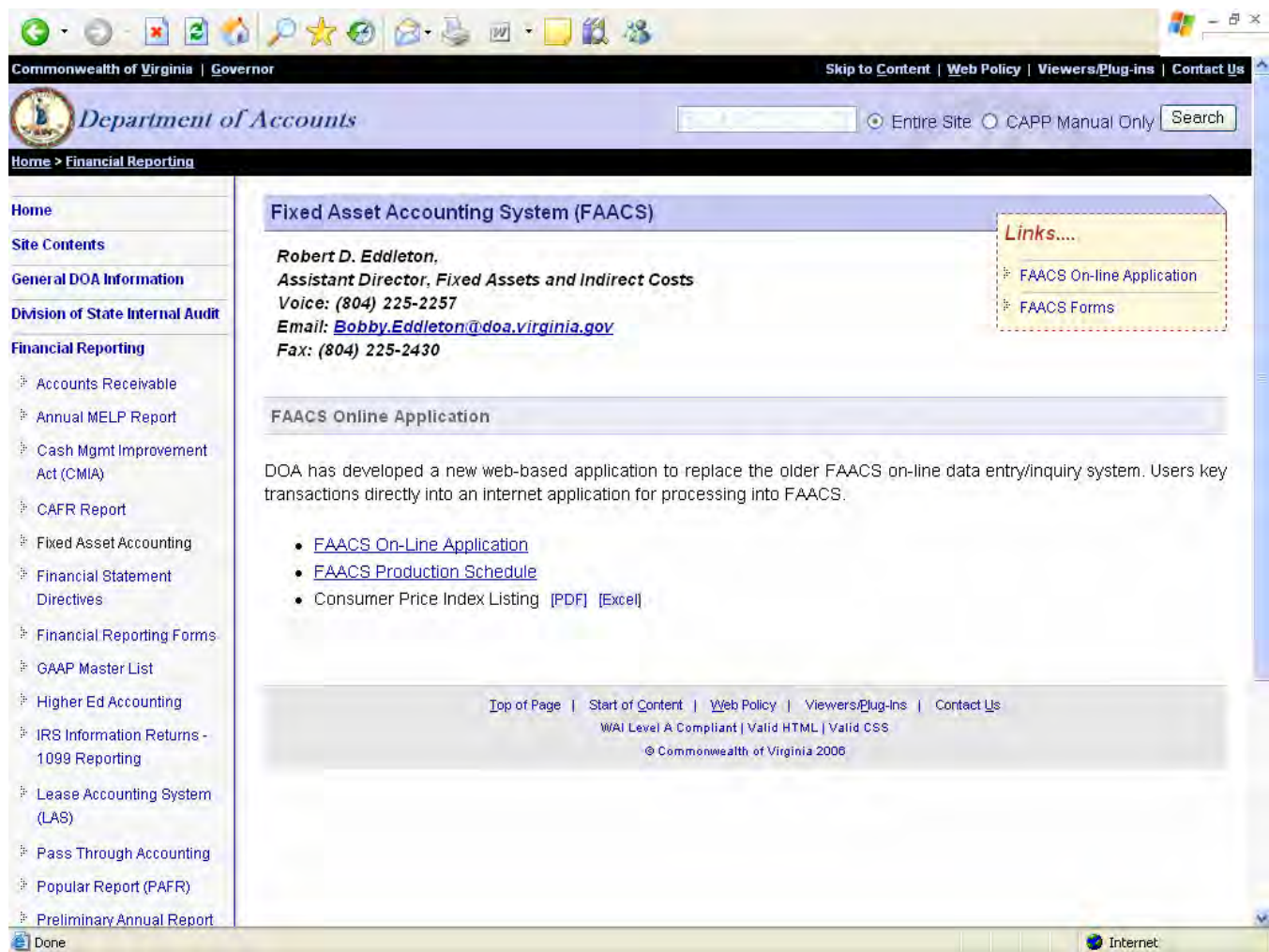
Logging On, Continued

Security Certificate Screen

Next, there is an information screen on the security certificate. Click <OK> to proceed.
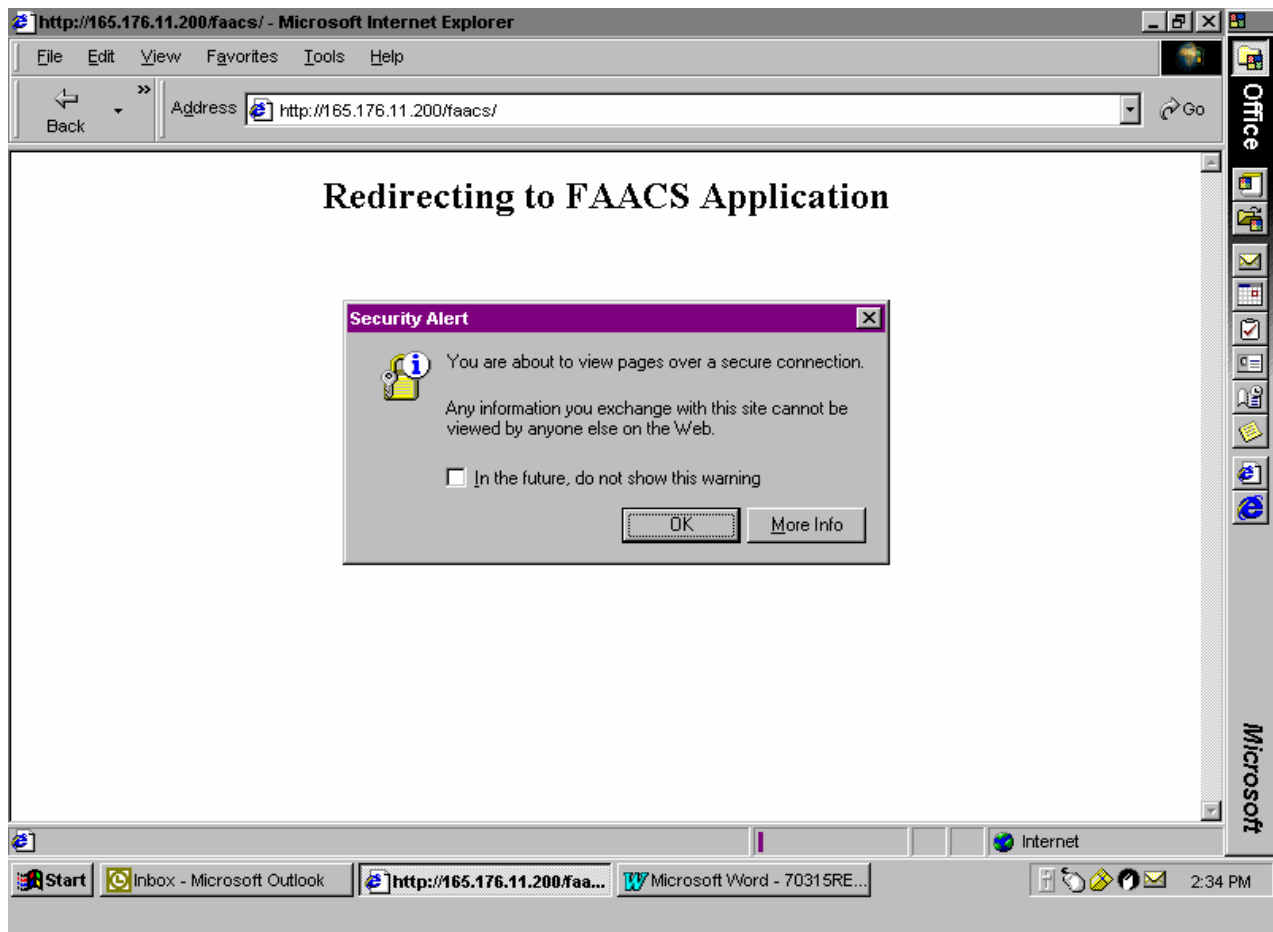
Logging On, Continued

Log-In Screen   This will take you to the log-in screen. Enter your logon id (user ID) and
password. Click on CONTINUE.

Passwords expire after 30 days. To change your password, enter your logon ID and old password, then
enter and confirm your new password. This procedure may be followed even if your old password has
expired. Click CONTINUE to proceed.

Logging On, Continued

Bulletin Screen   You will come to the FAACS bulleting screen. This screen contains a message that your Log-In is successful. You are now in the system and may perform data entry and inquiry functions. Click on CONTINUE.
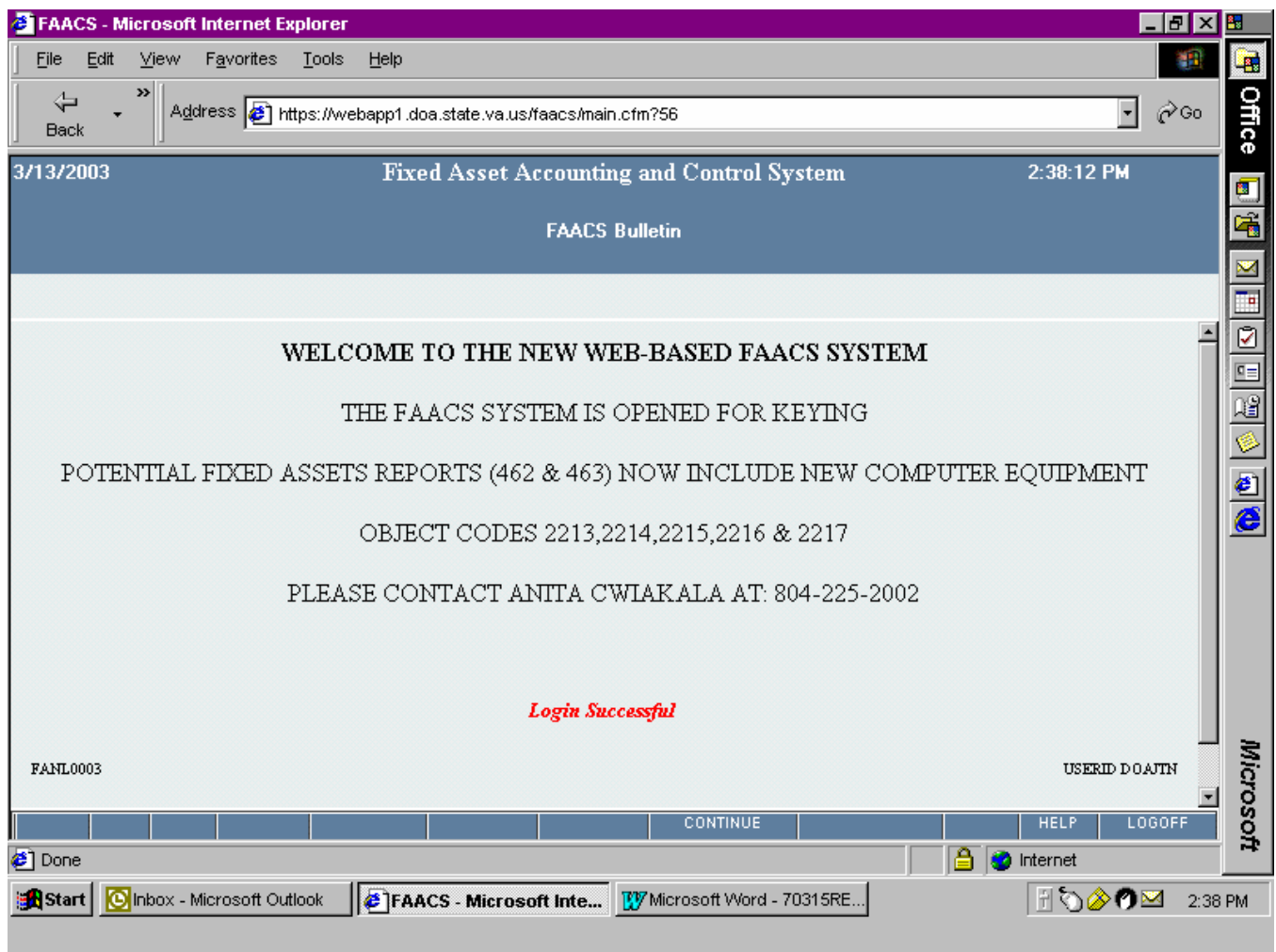
Logging On, Continued

Pending Transactions Screen

You will then see the FAACS pending transactions screen.

To **view** master file or transaction file records or **enter/edit** transactions, click on the appropriate navigation bars at the top of the screen and use the appropriate action buttons at the bottom of the screen. Additional information on data entry is contained in CAPP Topic No. 70325, *Data Entry*.
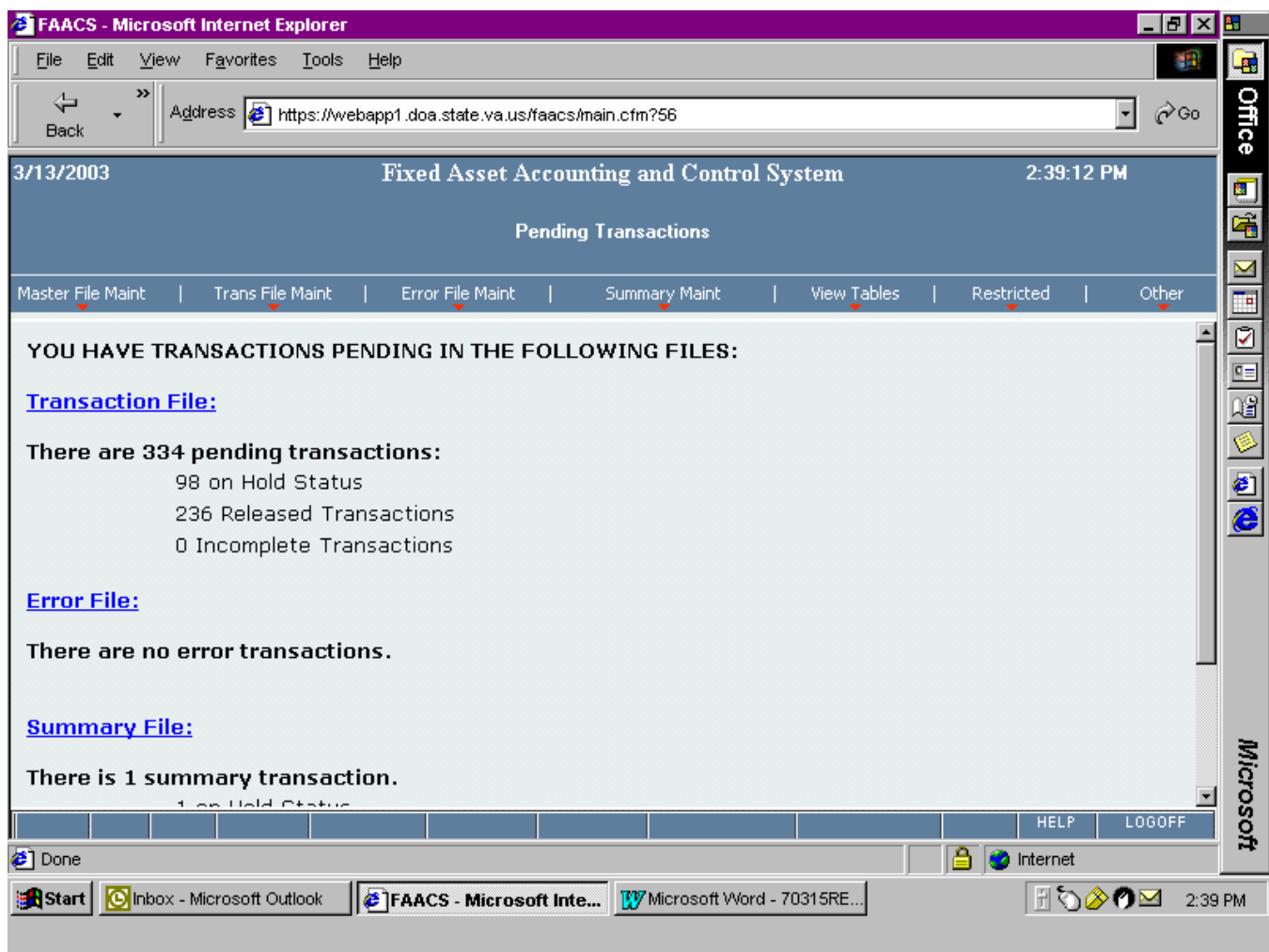
FAACS - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Address https://webapp1.doa.state.va.us/faacs/main.cfm?56

3/13/2003   Fixed Asset Accounting and Control System   2:39:12 PM

Pending Transactions

Master File Maint | Trans File Maint | Error File Maint | Summary Maint | View Tables | Restricted | Other

YOU HAVE TRANSACTIONS PENDING IN THE FOLLOWING FILES:

Transaction File:

There are 334 pending transactions:

 98 on Hold Status
 236 Released Transactions
 0 Incomplete Transactions

Error File:

There are no error transactions.

Summary File:

There is 1 summary transaction.
 1 on Hold Status

HELP   LOGOFF

Done   Internet

Start | Inbox - Microsoft Outlook | FAACS - Microsoft Inte... | Microsoft Word - 70315RE...   2:39 PM

Logging Off

Log-Off Action Button   To log off, click on the LOGOFF action button located in the screen's lower, right-hand corner.

Continued on next page

Logging Off, Continued

Returns to Log-In Screen This returns you to the Log-In screen. Click on the LOG OFF Action Button located in the screen's lower, right-hand corner.

Logging Off, Continued

You then have an information screen about leaving a secure internet connection. Click YES to proceed to log off. This will take you back to the DOA Homepage.
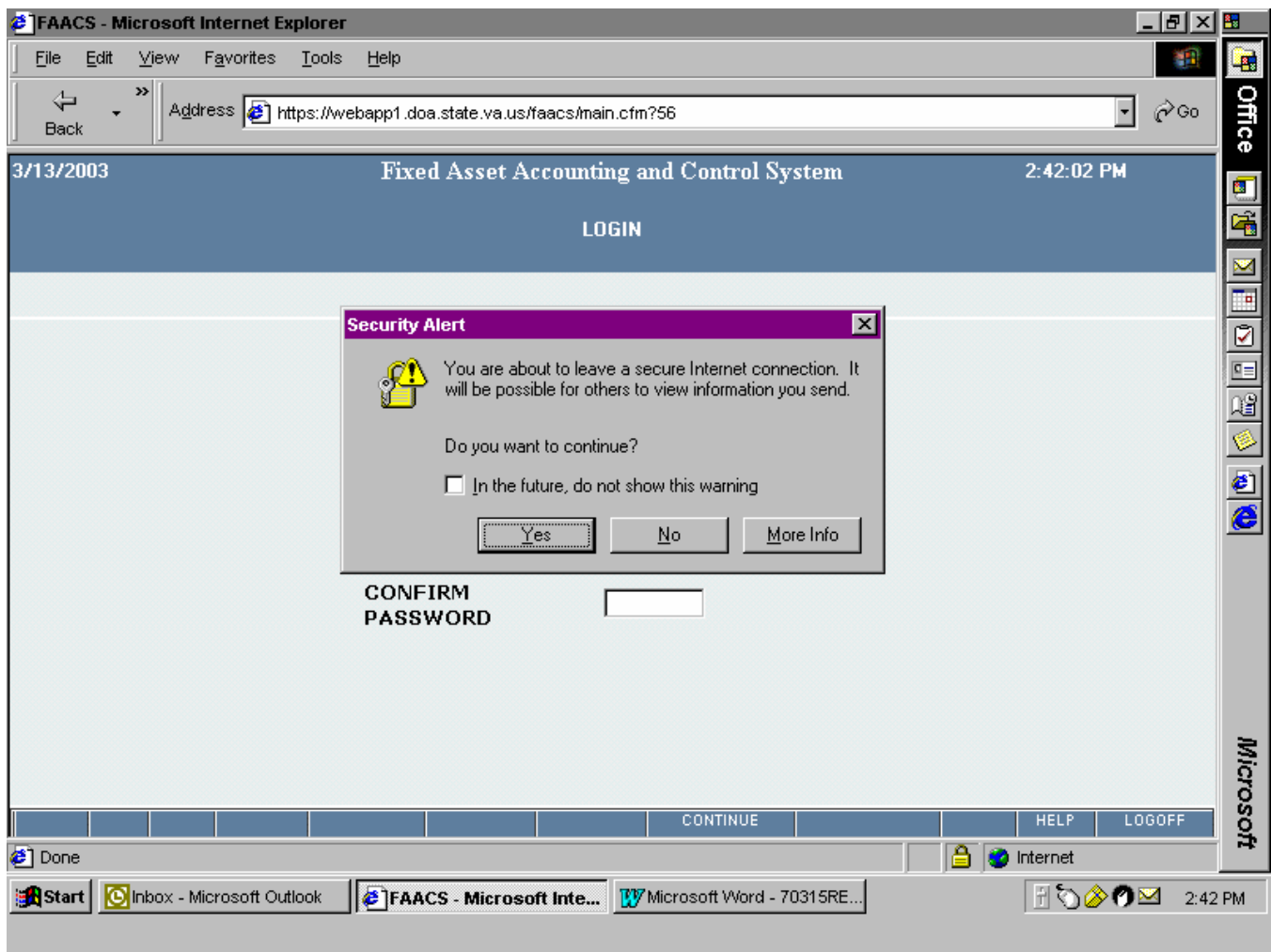
Contacts

DOA Contact   Assistant Director, Fixed Assets and Indirect Cost
☎ (804) 225-2646
FAX (804) 225-2430
✉ finrept@doa.virginia.gov

Subject Cross References

References   CAPP Topic No. 70310, *Security*
CAPP Topic No. 70320, *System Flow*
CAPP Topic No. 70325, *Data Entry*